

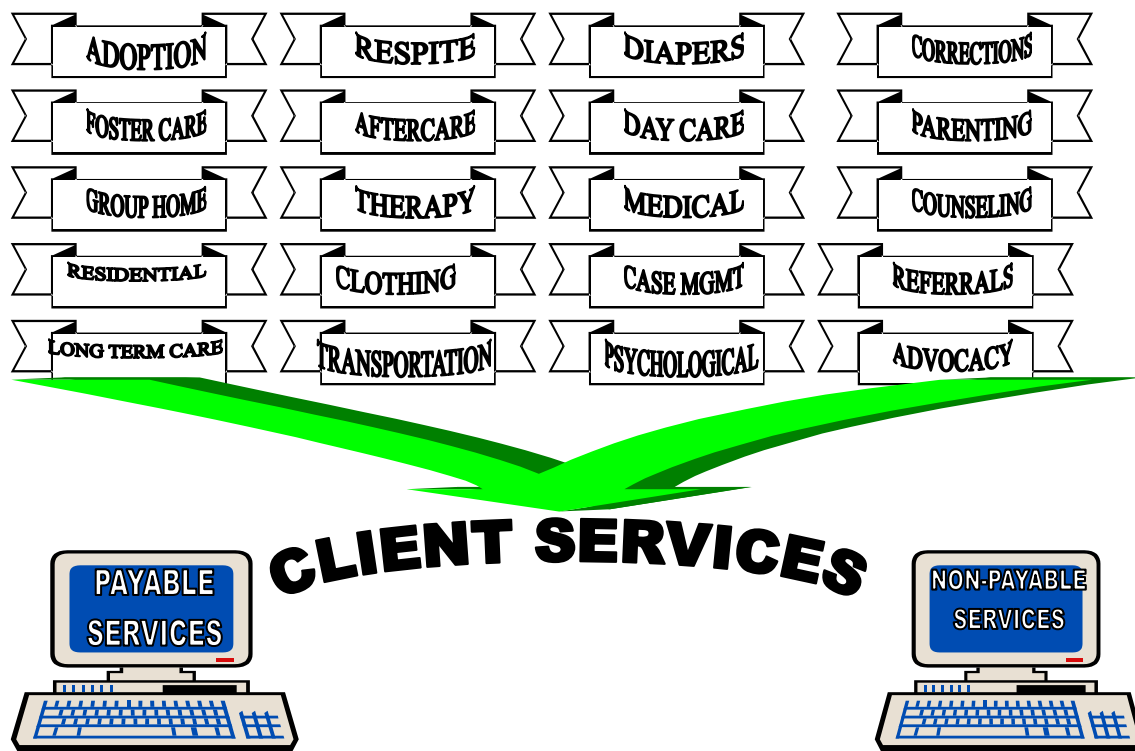
SERVICES/PLACEMENTS

Removals

Court Order Details

Placements

Non-Payable and Payable Services



- The system allows you to track payable and non-payable services for a client
 - The system will display a client's placement/service history
- On line service approval and alerts

SERL - Services List

```
CAFSSERL                SERVICES LIST                11/29/2007    11:08
USER ID : C7TR15                PAGE NO: 001
CAPS ID : 00001073    00    NAME: SOUTHWICK, TOMMY

TO SELECT ENTER: I=INQUIRE, M=MODIFY, D=DELETE        TO ADD=F11 + FASTPATH
START FROM:                SERVICE CODE:

S RSN SERVC DESCRIPTION        FACILITY NAME    OPEN DATE    CLOSE DATE    S A C    APPRV
-  FP SEMRM REMOVAL            COONEY'S FOSTER    01/01/2000    99/99/9999

PATH: █
```

- This screen displays the history of all services provided to a specific client
- The worker can INQUIRE, MODIFY and DELETE services on this screen
 - Only the most recent removal service (SEMRM) can be modified
- The worker can enter a SERVICE CODE to view specific types and dates of services
 - Once a service is completely approved, the only update allowed will be to enter the CLOSE DATE
- You cannot select MODIFY (with the exception of the close date if one was not originally entered) once the approval process has been completed, unless the service is denied
- You can add a service by typing the appropriate screen (SERN or SERP) in the PATH and pressing F11, the system will take you to the screen in ADD mode

SERN - Service Detail: Non-Payable

```
CAFSSERN          SERVICE DETAIL: NON-PAYABLE          11/29/2007    11:29
USER ID : C7TR15    MODIFY
CAPS ID : 00001073    00    NAME: SOUTHWICK, TOMMY

SERVICE CODE: SEMRM          REMOVAL
PROVIDER      : 0001002  000    LEWIS AND CLARK CPS
OPEN DATE    : 01/01/2000
CLOSE DATE   : 99/99/9999

REASON FOR SERVICE: PT      OUT OF HOME PLACEMENT TO PROTE
REASON FOR REMOVAL (PRIMARY): PHA  OTHERS: PHN EMD

COMMENTS:

SHIFT+F1=MORE DETAIL

PATH: █
```

- This screen allows input of all non-payable services provided to a specific client
- Only non-payable funding sources can be input on this screen
 - No trust account funding sources or provider overpayments are allowed on this screen
- The REASON FOR REMOVAL field is enterable only on a removal service (SEMRM) and a PRIMARY reason will be required.
 - Up to four OTHER reasons for removal can be entered and other reasons are optional
- Field workers can press SHIFT+F1 to access the CREI (CPS Removal Eligibility Information) screen in inquire mode. IVE Unit and specific Program Bureau staff will update CREI.

CREI - CPS Removal Eligibility Information

```
CAFSCREI      CPS REMOVAL ELIGIBILITY INFORMATION      11/29/2007      13:41
USER ID: C7TR15  MODIFY                                PAGE NO: 001
CAPS ID: 00001073      00      NAME: SOUTHWICK, TOMMY

                                EFFECTIVE DATE: 11/01/2007
                                END DATE: 99/99/9999

LEGAL INFORMATION
DOES THE INITIAL COURT ORDER SANCTION THE REMOVAL OF THE CHILD FROM THE HOME?
(CHECK WITH "Y" OR "N")
Y      1) CONTAINS THE CONTRARY TO WELFARE LANGUAGE
        COURT ORDER EFFECTIVE DATE: 11/01/2007
WERE REASONABLE EFFORT REQUIREMENTS MET WITHIN 60 DAYS OF REMOVAL?
(CHECK THE OPTION THAT APPLIES WITH "Y" OR "N")
Y      2A) REASONABLE EFFORTS HAVE BEEN MADE TO PREVENT REMOVAL
        COURT ORDER EFFECTIVE DATE: 11/15/2007
        2B) NO REASONABLE EFFORTS WERE REQUIRED
        COURT ORDER EFFECTIVE DATE:

OR
VOLUNTARY INFORMATION
        1) THERE IS A      -
        START DATE:                EXPIRATION DATE:

F11=ADD
FS900018 UPDATE SUCCESSFUL                                . PATH: █
```

- This screen is used to record contrary to welfare language and reasonable efforts information. It is also used to record voluntary placement information.
- This screen can be updated by IVE Unit staff and specific Program Bureau staff. Field workers will have inquire access only.

COURT HISTORY



SE-04

- You can ADD, INQUIRE, MODIFY or INACTIVATE court events
- Complete history of court events in the system

CRTL - Court List

```
CAFSCRTL          COURT LIST          07/06/2007    10:38
USER ID : CS4566          PAGE NO: 001
CAPS ID : 00001300      25    NAME: KOCH, MELISSA

TO DISPLAY, ENTER X: X ACTIVE ONLY _ ACTIVE AND DELETED F11, ENTER TYPE:
START FROM:              COURT REASON:
TO SELECT, ENTER I=INQUIRE, M=MODIFY, OR D=DELETE      EFFECTIVE DATES
SEL TYPE HEAR/FILE DT   REASON      DISPOSITION STS      FROM      TO
-   MNE  07/06/2007
-   CTO  06/03/2007  TPR          MRT FRT      A      07/01/2007  99/99/9999
-   PET  10/01/2006  PLC          PLC          A      10/01/2006  99/99/9999
-   PET  06/01/2006  GSP          GSP          A      06/01/2006  12/31/2006
-   PET  01/05/2006  TIA  TLC      TIA  TLC      A      01/01/2006  06/30/2006

PATH: █
```

- This screen displays the court events specific to a client
 - A document type must be entered before pressing F11 to add a new detail
- You may INQUIRE on a court event at any time
- MODIFY on any court reason is possible only until the COURT DISPOSITION is entered
 - Once the disposition is entered, the majority of the information on the court event becomes protected
- You can DELETE a court reason from the system. This reason will remain on the database, but will be considered INACTIVE. In order to delete, you must enter COMMENTS at the bottom of CRTD (Court Detail) for the reason you wish to inactivate, then place a “D” on the select line, press ENTER and SHIFT+F4 to confirm the delete
- By entering a START FROM date you may view COURT REASONS from a particular date forward
- You can view specific COURT REASONS by entering the COURT REASON type

CRTD - Court Detail

```
CAFSCRTD                COURT DETAIL                05/19/2008    13:26
USER ID : CS4566    MODIFY
CAPS ID : 00001300    00    NAME: KOCH, MELISSA
                                LAST UPDATED: 01/31/2008 BY:

CAUSE NUMBER      : 01182006MH
TYPE OF COURT DOCUMENT: CTO                EFFECTIVE DATES OF COURT ORDER
COURT REASON      : EPS TIA TLC                FROM : 01/01/2008 TO : 06/30/2008
HEARING/FILING DATE : 01/05/2008
ADJUDICATION DATE  : 01/05/2008                NEXT HEARING DATE : 06/30/2008
COURT DISPOSITION  : EPS TIA TLC
DATE ORDER RECEIVED : 02/02/2008
COURT JURISDICTION : D01253
TRIBAL NOTIFICATION :
COUNTY ATTORNEY ID :
GUARD AD LITEM ID(1):
GUARD AD LITEM ID(2):

JUVENILE OFFICER ID :
COMMITMENT TYPE      : DOC COMMITMENT END DATE:

COMMENTS: COMMENTS MUST BE ENTERED IN ORDER TO DELETE A COURT RECORD FROM THE
          CRTL SCREEN.

                                PATH:
```

- This screen is used to record details of specific COURT REASONS that involve a client
- F10 displays the RELL (Relationship List) screen and allows you to copy a COURT REASON to another client's record
- Once a disposition is entered and ENTER is pressed, a confirm message will appear at the bottom of the screen
 - Once SHIFT+F4 is pressed, most fields will be protected and cannot be changed
- An EVENT is recorded each time a COURT REASON occurs
- An alert (report to the court/court review due) will be created to the worker and the worker's supervisor 30 days prior to the NEXT HEARING DATE, if one has been entered
- Fields are enterable or non-enterable based on the type of court document being entered

CPHL - Client Placement History List

MAINFRAME - EXTRA!® Enterprise

File Edit View Tools Session Options Help

CAFSCPHL CLIENT PLACEMENT HISTORY LIST 11/15/2005 16:50
USER ID : CS4566 PAGE NO: 001
CAPS ID : 00002171 00 NAME: HARRIS, MELISSA

TO SELECT ENTER I=INQUIRE, M=MODIFY TO ADD=F11 + FASTPATH

S	TYPE	FACILITY	FACILITY / PERSON NAME	START DATE	END DATE	EXIT RSN
—	JCORR	0005020 000	RIVERSIDE YCF	11/15/2005	99/99/9999	
—	FCARE	0007001 006	THERAPEUTIC FOSTER HOME PROGRA	11/01/2005	11/15/2005	PCF

PATH:

4B :00.1 24/76

Connected to host 161.7.90.3 (TCP00153) NUM 4:50 PM

- This screen displays all a specific clients placements
- You can add a placement by typing the appropriate screen in the path and pressing F11, the system will take you to the appropriate placement screen in ADD mode
 - PLAD (Placement Detail) – foster care, shelter care, group home, etc
 - ADOD (Adoption Detail)
 - GARD (Guardianship Detail)
 - JJPD (Juvenile Justice Placement Detail) – Pine Hills & Riverside ONLY
 - JDET (Detention Placement Detail)

PLAD - Placement Detail

```
CAFSPLAD          PLACEMENT DETAIL          09/28/2009   13:26
USER ID : C74142SW  MODIFY
CAPS ID : 00001005   00   NAME: TRUST, JOE

PROVIDER/FACILITY : 0001065 001  BRAND NEW FOSTER HOME
ADDRESS: 2401 COLONIAL DR
        HELENA             MT  59601 - 4980        PHONE: 406 443-1005

PERMANENCY GOAL:   GSP GUARDIANSHIP

PLACE START DATE: 10/01/2006
PLACE EXIT DATE : 09/28/2009

                                CHILD IN PLMT DUE TO PARENTAL OR
                                CARETAKER DRUG USE FROM WHERE CHILD
                                WAS REMOVED: Y DRUGS: ALC

                                LIC TYPE: YFH STS: REG

PROX TO HOME (Y/N): Y    PROX CMT:
PROX TO SCHOOL(Y/N): Y    PROX CMT:
COMMENTS:

PLC CHANGE/DISCHARGE?: D  EXIT REASON : RTH RETURN TO HOME REMOVED FROM
PLACEMENT STATUS CD: AT ACTIVE PLACEM START DT: 10/01/2006 END DT: 09/28/2009
PLACING WORKER ID: C74142SW  WORKER, SOCIAL
SHIFT + F1=PLSH

                                PATH:
```

- If the first placement is being entered, you must first enter a removal service on SERN and a removal reason on CREI
- If a subsequent placement is being stored, the removal reason associated with the preceding placement suffices as long as the placements end and begin on the same day
- If there is a break in placement, a new removal service will need to be added on SERN
- The most current placement status will be displayed at the bottom of the screen
- SHIFT+F1=PLSH (Placement Status History) if the client is in a status of Runaway, Trial Home Visit, Pre-Adoptive Placement, Medical Hospitalization or Psychiatric Hospitalization
- The CHILD IN PLACEMENT DUE TO PARENTAL OR CARETAKER DRUG USE FROM WHERE THE CHILD WAS REMOVED flag and LIC TYPE field will be required. The DRUGS fields associated with the “child in placement” flag are optional.
- Upon closure, the exit reason must be identified as a “placement change” reason or a “discharge” reason

PLSH – Placement Status History

MAINFRAME - EXTRA! Enterprise

File Edit View Tools Session Options Help

CAFSPLSH PLACEMENT STATUS HISTORY 11/15/2005 16:56

USER ID : CS4566 MODIFY PAGE NO: 1

CAPS ID : 00002084 25 NAME: FURST, EVE

DISPLAY - CURRENT PLACEMENT: X OR ALL PLACEMENTS:

TO SELECT, ENTER M=MODIFY OR D=DELETE

SEL	STS	DESCRIPTION	PROVIDER	NAME	START DATE	END DATE
■	AT	ACTIVE PLACEMENT	0005005 001	TINY TOTS DAY C	02/16/1998	99/99/9999
	MH	HOSPITAL FOR MEDICAL	0005005 001	TINY TOTS DAY C	02/13/1998	02/16/1998
	AT	ACTIVE PLACEMENT	0005005 001	TINY TOTS DAY C	01/02/1998	02/13/1998
	RN	RUNAWAY	0005005 001	TINY TOTS DAY C	12/27/1997	01/02/1998
	AT	ACTIVE PLACEMENT	0005005 001	TINY TOTS DAY C	12/20/1997	12/27/1997

PATH:

4B :00.1 10/03

Connected to host 161.7.90.3 (TCP00153) NUM 4:55 PM

- This screen will display the placement status history for a specific client
 - If accessed from PLAD, will display history for the placement on PLAD
 - If accessed from any other screen, will display history for all placements
- This screen is used to add placement status changes if the placement on PLAD is to remain open. Valid codes are AT, ET, MH, PA, PH, RN and TH
- The previous placement status must be closed before a new placement status can be entered
- The new placement status start date must equal the previous placement status end date
- Placement status information cannot be modified if the placement is closed
- The original AT (Active Placement) status code cannot be modified or deleted
- The most recent placement status can be deleted if the end date is still 99/99/9999

JJPD - Juvenile Justice Placement Detail

MAINFRAME - EXTRA!® Enterprise

File Edit View Tools Session Options Help

CAFSJJPD JUVENILE JUSTICE PLACEMENT DETAIL 11/15/2005 17:11
USER ID : CS4566 MODIFY PAGE NO: 1
CAPS ID : 00002171 00 NAME: HARRIS, MELISSA

PROVIDER ID: 0005020 000 RIVERSIDE YCF
OFFENSES: ASB AGGRAVATED ASSAULT - BODILY INJURY REVOCATION OF
BUR BURGLARY PAROLE (Y/N): Y
RPV REVOCATION OF PAROLE

DATE COMMITTED: 11/04/2005 EXIT REASON:
ADMISSION DATE: 11/15/2005 TIME:
END DATE: 99/99/9999 DOC END DATE: 99/99/9999
PROJECTED END : 06/30/2006 SJS CLASSIFICATION:

ATT SECURED

----- LIVING UNIT -----	SCH	LEVEL	LEVEL	ENTER DATE	EXIT DATE
RVW RIVERSIDE WEST	Y	R1	2 200	11/15/2005	99/99/9999

PATH:

4B :00.1 06/12

Connected to host 161.7.90.3 (TCP00153)

- This screen is used to add, display and modify placement information about a specific client within a Juvenile Corrections Facility (i.e., Pine Hills, Riverside, Threshold)
- The Juvenile Justice Placement screen is added through CPHL (Client Placement History List) screen
 - The worker enters JJPD in the path and presses F11 (Add)
- The DOC END DATE is entered on CRTD (Court Detail) screen
 - This represents the date of release that the judge sets for the youth
- You must have a COMMIT TO DOC (DYO) disposition on the court detail (CRTD) screen in order to add a corrections placement

SERP - Services Detail: Payable

```
CAFSSERP SERVICES DETAIL: PAYABLE 12/22/2011 9:52
USER ID : CS4566 INQUIRE
CAPS ID : 00002153 00 NAME: DOE, ELIZABETH

LAST UPDATE DATE: 12/08/2011
SERVICE CD: PFRS1 FOSTER FAMILY CARE - ROOM OPEN: 11/02/2010 CLOSE: 03/22/2011
PROVIDERS: SERVICE-RENDERING: 0005019 001 CLEAVER WARD AND JUNE
PAYMENT-RECEIVING: 000
FINANCIAL COUNTY OF RESPONSIBILITY: 025 LEWIS & CLARK
-----
RATE: 16.54 UNIT: 0 UNIT TYPE: DAY TOTAL:
REASON: PT OUT OF HOME PLACEMEN CONTRACT:
REMITTANCE ADVICE LINE:

WORKER : C7TR08 EIGHT DATE: 12/08/2011 COMMENTS:
SUPERVISOR: A BY: C84142 HOLLING DATE: 12/08/2011 COMMENTS:
ADMINISTRATOR: A BY: C86100 KOENIG DATE: 12/08/2011 COMMENTS:
CENTRAL OFFICE: A BY: C72334 ISOLA DATE: 12/08/2011 COMMENTS:

PATH: 
```

- This screen allows input of a payable service provided to a specific client and to authorize payment for that service
- If you adjust an amount in the RATE field, an “O” (override) will appear after that amount
 - An additional level of approval will be required if the modified rate is higher
- A service cannot be modified once the approval process is completed, unless the service is denied
 - Once the service is approved, the only modifiable field is the CLOSE DATE
- If a worker enters a financial county that is different from theirs, the supervisor and regional administrator of the appropriate county will have to approve the service
 - The system will alert the appropriate approval county
- If the financially responsible person changes address to a new financial county, you will need to close the existing service and open a new one
- LAST UPDATE DATE field is the date the screen was last updated
 - EXAMPLE: Worker updates service on 01/01/02 (Last Update Date); supervisor updates service with approval on 01/05/02, Last Update Date will change to 01/05/02

- Entering the correct last day of the service is VERY IMPORTANT. Do not enter 12/14 when the client actually left the placement on 12/15. Policy states that we do not pay for the last day of service, so if the date is entered correctly, the system will automatically create the payment for the correct number of days. If a payment has already been generated, the payment can be modified on CBPD (Client-Based Payment Detail)
- When entering a qualifying payable service (for CHIMES interface) a gender of “M” (male) or “F” (female) must be entered on PERD before you will be able to update SERP.
- The remittance advice line is used by fiscal officers and Central Office staff to cross reference bill/invoice numbers for specific services.

SSJD - Supplemental Service Justification

```
CAFSSSJD          SUPPLEMENTAL SERVICE JUSTIFICATION      04/10/2008    15:28
USER ID : CS4566      INQUIRE                               PAGE NO: 001
CAPS ID : 00001300    00    NAME: KOCH, MELISSA

SERVICE: STRNS TRANSPORTATION                                TOTAL:
PROV NO: 0001001 001    NAME: MARY FOSTER HOME

OBJECTIVE: TO TRANSPORT MELISSA TO SCHOOL, COUNSELING SESSIONS AND FAMILY
            VISITS

EVALUATION CRITERIA: FACILITATE FAMILY REUNIFICATION EFFORTS


FUNDING OPTIONS    AVAIL    IF YES, EXPLAIN
TRUST ACCT         N
MEDICAID           N
THIRD PARTY INS    Y        NOT COVERED
SSI/SSB            N
IV-A               Y        SVC NOT ELIGIBLE FOR IVA FUNDING
OTHER              N

PATH:
```

- This screen documents the information needed to justify the use of the requested service and funding
- This screen must be completed when a service code that requires special justification is entered on SERP (Services Detail: Payable)
- In add mode, this screen can only be entered from SERP (Services Detail: Payable) screen
 - The CAPS ID cannot be changed